



## HOW TO PLACE A TOWER GARDEN ORDER FOR A SCHOOL:

To place a school order, submit the attached order form and additional required documents in one email to [schools@towergarden.com](mailto:schools@towergarden.com) or fax to 901-850-3061.

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***Please note that orders submitted without all of the required documentation cannot be processed.***

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- Fill out the School Order/Quote Form and include the method of payment or the Purchase Order Number you receive from the school.
- Include a copy of the Purchase Order\* provided by school to secure the order.
- Provide the contact name and email address of the school's Accounting Department for payment information.
- Provide the State Issued Tax Exempt Certificate\*.
- Provide the name and email address of the classroom teacher, in order for the teacher to receive Tower Garden E-Newsletters with helpful growing tips.
- Ensure that the Partner's name and FIN# is included on the Order Form.



## FREQUENTLY ASKED QUESTIONS

### What is a Purchase Order and who submits it?

\***Purchase Order (PO)** is a document issued by a buyer (the school placing the order) to a seller (The Juice Plus+ Company), indicating how many Tower Gardens and accessories they are purchasing. A physical copy of the Purchase Order is required.

- We only accept POs from schools and educational organizations.
- Purchase Orders serve as an agreement to remit payment for products within 30 days. We ship the order prior to payment and invoice the school. The Accounts Payable information is **required** for invoicing.
- If payment is not received within 90 days, the transaction is submitted to a collections agency.

Note: Commissions and Purchase Volume (PV) are paid on school orders once we receive payment. Your commission shows as a Commission Adjustment on your Earnings Summary Statement, and is not displayed on your VO Dashboard. If the order goes to collections for non-payment, no commission is paid and no PV is earned.

### Why is a document required if a school is tax exempt?

\***State Issued Tax Exempt Certificate** - Many states grant sales tax exemption to schools and educational and nonprofit organizations. In order for us to remove taxes from an order, we must have the State Issued Tax Exemption Certificate on file. The ship to address must be the same as the address on the State Issued Tax Exemption Certificate. *\*501(c)(3) forms are for Federal Tax Exemption, not for state tax, and cannot be used in lieu of the State Issued Exemption Certificate.*

- We are unable to remove taxes on online orders. Please submit via fax or email along with the School Order Form and all other required documents.
- These states do not have sales tax or do not allow tax exemption status for schools: Arizona, Arkansas, California, Delaware, Oregon, Montana, New Hampshire, North Carolina, and South Carolina.

### I sent in an order and neither the school nor I have received an Order Confirmation?

- An email will be sent to confirm that your order has been received.
- Please allow 5-7 business days for the order to be processed and shipped.
- An Order Confirmation email will be sent to the teacher and to you once the order has been processed. Once shipped, an email with the invoice and tracking information is sent to the teacher, the billing contact, and you.

# FIND THE TOWER GARDEN THAT'S RIGHT FOR YOU



## Tower Garden HOME Growing System

**Designed for:** Indoor growing

**Recommended Crops:** Baby greens, large greens, herbs, some flowers

**Included Components:** Reservoir, tower, seedling starter kit, Tower Garden Mineral Blend plant food, pump, timer, pH test kit, pH adjusters, LED grow lights, water monitor

**LED Grow Lights:** Included

**Water Level Monitor:** Included

**Baby Greens Extension Kit:** Two baby greens sections included

**Wheels:** Built in

**Reservoir Volume:** 13 Gallons

**Planting Ports:** 32 (16 full-size + 16 baby greens)

**Dimensions:** 58" x 24" x 24"

**Price:** \$1,020

Suggested additional supplies and accessories for indoor growing with **Tower Garden HOME:**

- Tower Garden® Mineral Blend
- Rock Wool Cubes (98)
- Rock Wool Cubes - Case (30 sheets of 98)
- Net Pots (30)

## Tower Garden FLEX Growing System

**Designed for:** Outdoor growing  
Indoor growing with optional LED grow lights

**Recommended Crops:** Fruiting crops, large greens, herbs, flowers, baby greens

**Included Components:** Reservoir, tower, seedling starter kit, Tower Garden Mineral Blend plant food, pump, timer, pH test kit, pH adjusters

**LED Grow Lights:** Optional

**Water Level Monitor:** Not compatible

**Baby Greens Extension Kit:** Optional

**Wheels:** Optional: Tower Garden Dolly

**Reservoir Volume:** 20 Gallons

**Planting Ports:** 20 (expandable to 28 with the Extension Kit or 52 with the Baby Greens Extension kit)

**Dimensions:** 55" x 30" x 30"

**Price:** \$670

Suggested additional supplies and accessories for outdoor growing with **Tower Garden FLEX:**

- Support Cage
- Extension Kit
- Tower Garden® Mineral Blend
- Tower Garden® Dolly
- Rock Wool Cubes (98)
- Rock Wool Cubes - Case (30 sheets of 98)
- Net Pots (30)

*If your purchase is greater than \$1,000, you'll receive 98 Rock Wool Cubes and 30 Net Pots at no charge.*

# SCHOOL ORDER/QUOTE FORM



Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Partner's Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ FIN \_\_\_\_\_

Website \_\_\_\_\_

140 Crescent Drive, Collierville, TN 38017

## SHIPPING INFORMATION

Shipping is not available to P.O. boxes. Only available in the Continental United States.  
We cannot process any orders for AK, GU, PR, US Virgin Islands, AS, FPOs or APOs.  
See your Virtual Office for special order form for HI orders.

School Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## BILLING INFORMATION

Name on Account \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## METHOD OF PAYMENT

PAY IN FULL

(circle one)

VISA    MC    AMEX    DISCOVER    Purchase Order

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

Purchase Order # \_\_\_\_\_

QTY	Tower Garden® Products	Cost	TOTAL
	Tower Garden® HOME Growing System	\$1,020.00	
	Tower Garden® FLEX Growing System	\$670.00	

QTY	Tower Garden® Accessories	Cost	TOTAL
	LED Indoor® Grow Lights ●	\$325.00	
	Support Cage ●	\$95.00	
	Extension Kit	\$95.00	
	Baby Greens Extension Kit	\$115.00	
	Tower Garden® Mineral Blend	\$65.00	
	Tower Garden® Dolly ●	\$95.00	
	Rock Wool Cubes (98)	\$21.00	
	Rock Wool Cubes - Case (30 sheets of 98)	\$250.00	
	Seedling Starter Kit	\$31.00	
	Net Pots (30)	\$21.00	
	pH Kit (pH+, pH- and Test Kit)	\$31.00	
	Submersible Pump	\$36.00	

**SUBTOTAL**

**TAX** Any applicable tax is based on city, county, and state taxes.

**ORDER TOTAL**

● FLEX only

*If your purchase is greater than \$1,000, you'll receive 98 Rock Wool Cubes and 30 Net Pots at no charge.*

\*I understand that I will be billed according to the payment method selected above. Please send form to [schools@towergarden.com](mailto:schools@towergarden.com). For more information, call (866) 235-0414.